

## GENERAL GUIDELINES FOR AUTHORS

The Publishing House of the Silesian University of Technology accepts works written in MS Word 2003 and newer. The text of the chapter should meet the following requirements:

1. column dimensions for A4 format - standard margin of 2.5 cm on each side;
2. basic font Times New Roman 13 p.;
3. line spacing - multiple 1,3;
4. the so-called page lowered - beginning of chapter: 3 cm (85.05 p.) from the top margin;
5. paragraphs - 0.63 cm;
6. the text of the work and figure captions must be justified (aligned to both edges), in the case of too large spaces between words, manual breaking into syllables should be used; titles and subtitles should not be hyphenated;
7. at the end of the line do not leave single letters, numbers and abbreviations (except for those appearing at the end of the sentence); for this purpose, they should be transferred to the next line by using the so-called a hard space (pressing the key combination [Ctrl] [Shift] [Space] directly between a letter, number or abbreviation and the next word);
8. the value and its assigned unit should not be divided, e.g. 5 cm, 1000 m, etc .;
9. the distances between the title, subtitle and text are as follows:
  - a) 1st degree title - 0 p. below, 0 p. above (single line spacing),
  - b) 2nd degree title - 28.35 p. below, 42.55 p. above (single line spacing),
  - c) title of the 3rd degree - 19.85 p. below, 28.35 p. above (single line spacing)